



## **REQUEST FOR STATEMENT OF QUALIFICATIONS FOR CIVIL ENGINEERING SERVICES**

**DATE:** August 22, 2016

**TO:** All interested, licensed Civil Engineering Firms

**FOR:** New Outdoor Aquatics Center and Activity Complex  
City of Marshfield  
Marshfield, Missouri

### **PROJECT DESCRIPTION**

1. The City of Marshfield is soliciting Statements of Qualifications from Civil Engineering firms for professional services related to planning, design, construction documentation, bid advertisement/award, and construction administration for the upcoming projects:
2. Approximately \$7 million has been allocated for the planning, design, and construction of the project. It is anticipated that approximately \$6 million dollars will be available for construction and site work.
3. The project will include a New Outdoor Aquatics Center consisting of approximately 6,500 sf of outdoor pool and a new parking lot and driveway consisting of approximately 50,000 sf of impervious area, and may include approximately 7,000 sf of a new Activity Complex building.
4. It is anticipated that the project will be located north of Elm Street on the north side of Highway CC. The project described above will be planned and developed as Phase 1 of a multi-phased Activity Complex. The project must be designed to accommodate a future addition to house Parks & Recreation program spaces.
5. Planning and design of the project will begin immediately upon consultant selection. Construction is projected to begin in the summer of 2017 with occupancy in the first quarter of 2018.

## **CLIENT DESCRIPTION**

1. The City of Marshfield operates under a Mayor & Board of Aldermen - City Administrator form of government.
2. The City of Marshfield has control of the supervision and construction of building projects including major new construction, alteration or extension, furnishing or equipping of a building to be used for public purposes including the acquisition and improvement of land. The City Administrator has been designated as the point of contact for a Building Committee for the project which will have responsibility for the management of the design and construction of the Project.
3. An Advisory Committee has been established to assist with the programming and design of the project. Members of the Advisory Committee will include representatives of the City of Marshfield Parks Committee and City Staff.
4. Team Members: Prior to this RFQ, the following other design consultants were selected: SAPP Design Associates Architects, P.C. and Larkin Aquatics.
5. Supporting Reports and Information: A survey of the property has been completed; Phase 1 Environmental Site Assessment; and Wetland Delineation and Stream Assessment have been completed and are attached as part of this RFQ.

## **SCOPE OF WORK**

### **1. Scope of Services**

The final scope of the project will be developed by the selected consultants during the programming phase in consultation with the City of Marshfield. It is anticipated that the Activity Complex will total approximately 7,000 gross square feet with the Aquatics portion an additional 6,500 sf of water surface area. The project includes all building and site requirements: activity complex, outdoor aquatics, parking and drives, outdoor program spaces, and the schematic design of defined future phase(s).

The Architectural/Engineering Team will be an integral member of the project team from commencement and will provide services including but not limited to, programming, design, construction documentation, and construction administration for the referenced project.

The full project team will be required to make regular presentations to the Board of Aldermen, and designated Building Committees and select private presentations as may be directed by the City of Marshfield.

## **2. Project Schedule**

The occupancy date for the project is planned for the first quarter of 2018. The selected Civil Engineer will be required to develop the proposed project timeline to comply with this deadline; prospective team members are required to include an analysis of the following schedule with their qualifications submission.

- RFQ Release — August 22, 2016
- Pre-Submittal Meeting — September 1, 2016 at 2:00 pm, Marshfield City Hall
- Final date for Clarifications Submission — September 7, 2016
- Statement of Qualifications Due — September 16, 2016
- Selection of Project Team — September 23, 2016
- Approval of Contract by Marshfield Board of Aldermen (Anticipated) – October 13, 2016
- Programming, Design and Construction Documents — October 2016 to March 2017
- Construction Start — July 2017
- Occupancy — March 30, 2018

## **3. Construction Budget**

The construction budget is expected to be approximately \$6 million. The total project budget, including site preparation costs, consultant fees and owner's costs shall not exceed \$7 million.

# **REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS**

## **1. Firm Description**

Provide a short overview of the firm's history. Describe how the firm typically manages multiple projects while meeting all client deadlines and commitments.

## **2. Staff**

Identify principals and key staff members within the firm who will be assigned to a project such as the type of the proposed project. For each person listed, include a resume, description of typical responsibilities, years of experience (total experience as well as experience with current firm), and list of specific projects worked on, noting whether performed with current firm or previous firms. List licensed staff with clear indication of the type of license.

## **3. Experience**

List the total number of projects undertaken by the firm that are representative of the project type indicated. The Statement of Qualifications (SOQ) should indicate applicable projects for which the firm has completed professional services. For each listed project include: name, location, scope, construction cost, graphics or photographs that illustrate the project and a knowledgeable contact person (name, current address, email address and current telephone number). Additionally, the staff that worked on the project is to be included with their roles. It should be noted if the work was done by staff while not part of the current firm. Limited graphics and written material for the projects is expected. The material may include representative samples of construction drawings, photographs of

completed projects, colored renderings, and other graphics that the firm believes will help demonstrate the firm's capabilities and experience.

#### **4. Additional Samples (optional)**

The SOQ may provide additional graphical and written information regarding the qualifications that the firm believes are appropriate for consideration for Parks and Recreation related work.

### **GENERAL PROVISIONS**

#### **1. Pre-Submission Informational Meeting**

An informational meeting will be held for all prospective consultants on Thursday, September 1, 2016 at 2:00 pm at Marshfield City Hall, 798 South Marshall St., Marshfield, MO 65706.

#### **2. Submission**

It is preferred that material be submitted in 8.5"x11" format following the order of this request. Graphic examples of projects can include 11"x17" or other sizes. Submit six (6) copies of the material. Qualifications can be delivered or mailed to:

Mr. John Benson, City  
Administrator City of Marshfield  
798 South Marshall St.  
Marshfield, MO 65706

One (1) copy of the qualifications package should be submitted electronically to Mr. John Benson, City Administrator, [jbenson@marshfieldmo.gov](mailto:jbenson@marshfieldmo.gov) by the end of day September 2, 2016.

**Qualifications must be received at the above provided address by 4:00 p.m. September 2, 2016 at the address above. If qualifications are mailed or shipped, they must be done in a manner that will meet this timeline.**

#### **3. Legal Entity**

The lead firm making submission under this Request for Qualifications (RFQ) shall be the actual legal entity submitting the qualifications. For team/partnering submissions, all team members must be authorized to conduct business in the State of Missouri, as evidenced by the records of the Missouri Secretary of State and must be licensed to perform the professional services, or have employees that are licensed to perform the professional services, in the particular category as required under the laws of the State of Missouri.

#### 4. Insurance

Upon award, the successful consultant will be required to provide a current certificate of insurance naming required certificate holder and additional insureds. Insurance limits shall be no less than the following:

Workers Compensation and Employers' Liability ....	<i>\$1,000,000 each accident \$1,000,000 each employee disease \$1,000,000 limit for disease</i>
Commercial General Liability (occurrence basis) .....	<i>\$1,000,000 bodily injury/prop damage \$2,000,000 personal &amp; advertising injury \$4,000,000 products comp/ops aggregate \$4,000,000 general aggregate</i>
Automobile Liability .....	<i>\$2,000,000 comb single limit each accident</i>
Professional Liability .....	<i>\$2,000,000 each occurrence \$4,000,000 aggregate</i>

#### 5. Questions

Questions must be sent via email to John Benson, City Administrator at [jbenson@marshfieldmo.gov](mailto:jbenson@marshfieldmo.gov), no later than 4:30 pm on September 7, 2016. All questions will be answered via email and forwarded to all recipients of the RFQ. No phone calls will be accepted at any City of Marshfield offices or by any person involved in the project or selection process other than the City of Marshfield.

#### 6. Governing Law

The contract shall be governed by the laws of the State of Missouri.

#### 7. Evaluation

The qualification statement will be evaluated based on the following criteria, per the City's policy:

- a) The specialized experience and technical competence, including that of partners and associates, demonstrated either with the district or elsewhere, with respect to the type of services desired by the Board.
- b) The capacity and capability of the firm to perform the tasks requested, as well as any specialized services, within the time limitations established for the completion of the project.
- c) The firm's past record of performance with respect to control of costs, quality of work, design, appearance, utility and the ability to meet time schedules.
- d) The firm's proximity to and familiarity with the geographical area in which the project shall be located.

- e) Objections to any provisions in this request must be identified in writing in the Statement of Qualifications. NO RESPONSE WILL SIGNIFY THAT THE AGREEMENT IS ACCEPTABLE AS WRITTEN.

At the City's discretion, after evaluating the qualifications packages, a short-list of candidates will be assembled and interviews *may* be conducted at city's discretion.

## **ATTACHMENTS**

The following documents are an integral part of the RFQ:

1. Site Survey (Attachment 1)
2. Environmental Site Assessment (Attachment 2)
3. Wetland Delineation and Stream Assessment Report (Attachment 3)